



# NOTES FROM THE:

## Financial Management Career Program

by Mr Ron Stuewe

**Behavior Inventory (BI) Guidelines:** The next cycle of BI preparation will take place shortly for GS-11/12 personnel registered in the FMCP as of 30 Jun 98. We anticipate mailing the BI packages in late August with a November suspense date for return. The FMCP will use the new scores for referral purposes for GS-12 and GS-13 certificates in Jan 99. This GS-11/12 BI cycle will occur in even number years (1998, 2000, 2002, etc.). The normal BI cycle for registrants in permanent grade 13 or 14 will occur in odd number years (1999, 2001, 2003, etc.). USAF/DPS will determine the BI cycle for registrants on permanent grade 15 positions.

Registrants promoted from permanent grade 12 to permanent grade 13 by 30 Jun 98 will receive a BI during the upcoming BI cycle. If the current cycle occurs in an even number year, such as this year, a BI will also be required the following year (e.g., 1999) to align the registrant with the normal GS-13/14 cycle.

A change to a lower grade could result in a registrant needing two BI scores. For example, if a GS-13 registrant accepts a GS-11 position, we will score their BI using the same algorithm for other people in grades 11/12 competing for GS-12/13 positions. They would have a separate BI score using the algorithm and competencies for people competing for GS-14/15 positions. They will remain in the GS-13/14 cycle.

New registrants that have never completed a BI score, or been previously offered a BI, can request a BI package after working with the same supervisor for at least 120 days. The registrants must have sufficient time to demonstrate and supervisors to observe behavior over an extended period of time. The 120 days is considered a minimum period of evaluation although a longer period should provide a more accurate assessment. The goal is to obtain the most accurate assessment of the registrant as possible. New registrants scored out-of-cycle may have to accomplish another BI to align them with the proper grade group or their score maybe rectified by the supervisor and employee.

Registrants that failed to obtain or to return score sheets may request a new score sheet at any time. The FMCP will normally send the new score sheet within two weeks.

For situations covered by the preceding two paragraphs, the FMCP will process score sheets without errors received by the 15th of the month and include the scores in the Total Person Score (TPS) at the end of that month. Score sheets with errors, faxes, and xerox

copies cannot be accepted and will be returned for correction.

Registrants should return completed BIs to the career program covering the position they occupy. In the event a FMCP registrant (dual program registrant) submits a BI to another career program, the FMCP will rescore the BI responses using the algorithm applicable for FM personnel and include the FMCP score at the next end-of-month. For example, if a GS-14 dual career program registrant, submits a BI to another program on 14 Jan 99, it will be effective 31 Jan 99. Another BI will be required during the next regular GS-13/14 cycle, which will be the fall of 1999, and that BI score will be used starting in Jan 02.

All current BI scores for GS-11/12 personnel will be deleted when the new BI scores become effective. Retaining a current score is NOT an option; therefore, it is important that everyone receiving a BI package complete the instrument and return the sheet to receive a new score.

**NOTE:** The above guidelines apply only to FMCP registrants and subject to changes in Air Force Personnel Center policy or procedures.

**FMCP Registration:** One area of concern we have is to make sure that USAF civilians in grades GS-11 and above are aware of the FMCP and the advantages of registering in the program. While registration is completely voluntary, it is necessary for eligibility for FMCP controlled course training quotas, tuition assistance, and referrals for promotion and/or reassignment. Eligible USAF civilian employees can and should be encouraged to register at the earliest possible date.

Eligible candidates should not wait until they meet full eligibility requirements for promotion to GS-12 before registering in the FMCP. Registration will automatically trigger the issuance of the annual career enhancement plan to identify training recommendations agreed upon by the employee and their supervisor. Registration will also mean they will be included in the bi-annual managerial competency assessment commonly known as the behavior inventory that is necessary to compete effectively for promotions.

Information on registration procedures and a host of additional useful information about the FMCP is available on the world wide web at [http://www.afpc.af.mil/civ\\_car/fmcp](http://www.afpc.af.mil/civ_car/fmcp). Please help us make sure all qualified civilians are aware of the role the FMCP plays in their careers.